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STATE LIBRARY AND HISTORICAL BUILDING

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## CERTIFICATION OF LIBRARIANS AND APPOINTMENT OF LIBRARIANS IN PUBLIC LIBRARIES IN INDIANA

Reprint of Library Certification Board Publication No. 1, January, 1942. By request.

It is unlawful for the board of trustees, school board or any other governing body in charge of any public library, or any other library, supported in whole or in part by public funds, except school libraries and the libraries of educational institutions, to appoint as the head librarian, or as the head of any department or branch, or as professional assistant of any such library, any person who does not hold a certificate of a suitable and requisite grade issued under the Library Certification Board. Library Certification Board Act, Approved March 11, 1941, Sec. 3 (*Acts, Indiana 1941*, p. 593).

The Library Certification Board, in accordance with the provisions of the Act creating it, has prescribed and defined grades of public library service, has prescribed the qualifications which persons shall possess who are employed in each of such grades of public library service, and has adopted regulations as set forth in this notice.

The Library Certification Board, upon proper application and payment of the prescribed fee of two dollars (\$2), will issue certificates of any grade, without examination, to applicants who possess the requisite education, professional training, experience and other qualifications necessary to satisfy the qualifications prescribed for any such class or grade of public library service. If the applicant is found not to possess the necessary qualifications the fee will be returned.

The Library Certification Board will issue certificates of any grade to applicants found competent upon an examination. Application for an examination should be made upon a form furnished by the Board and should be accompanied by a fee of five

dollars (\$5). If the applicant possesses the qualifications prescribed as entitling him to take an examination for the grade of service specified, it will be given him at a time and a place within his own congressional district designated by the Board. If the applicant is found not to possess the qualifications prescribed for an examination for the grade of service specified the fee will be returned to him.

Any person who, when the Library Certification Board Act took effect, was serving or was on leave of absence from his position, as head librarian, head of a department or a branch library, or professional assistant in any public library in the State of Indiana, shall upon application and payment of the prescribed fee of two dollars (\$2) be awarded a life certificate of the appropriate grade. Such person may, however, apply for a certificate of any other grade for which he possesses the required qualifications.

Substitutes holding professional positions in a public library when the Library Certification Act took effect, may upon application and payment of the prescribed fee of two dollars (\$2) be granted a certificate for the appropriate grade of public library service. After January 1, 1942, substitute may not be appointed to a position and retained in it more than six (6) months without a certificate for that position.

The Act creating the Library Certification Board took effect as a law of Indiana July 8, 1941. The section upon Appointment of Librarians (Sec. 3) became operative January 1, 1942. The Board, by regulation, recognizes that the occupant of a professional position in a public library, or any other library in the State of Indiana supported in whole or in part by public

funds at either date, is eligible for the award of a life certificate for the appropriate grade of public library service.

A certificate for any grade of public library service satisfies the legal requirements for eligibility for appointment to a position of the same class (e.g., head librarian, head of a department or a branch librarian, professional assistant) with lower requirements and qualifications, and for appointment to a position of another class with equivalent requirements and qualifications.

Certificates issued by the Library Certification Board are not required for appointment to positions in school libraries and libraries of educational institutions; nor for retention of, or reappointment to, positions held at the time the Certification Board Act took effect, in public libraries or any libraries supported in whole or in part by public funds.

Head librarians or the governing bodies having the lawful charge of public libraries are requested to send to the Library Certification Board applications of members of

their professional staff on forms, one for each applicant, prescribed and supplied by the Library Certification Board, accompanied by a signed statement of the grade of public library service for which a certificate is sought. Either the head librarian or the head of the board of trustees or other governing body may sign the statement for all subordinates; the statement for the head librarian should be signed by the head of the board of trustees or other governing body.

The qualifications herein set forth for each grade of public library service and for admission to examinations therefor have been drawn so as not to make impossible the operation of any existing library receiving public funds in Indiana. They are minimum qualifications for eligibility. Libraries may require higher qualifications for appointments to their staff, but can not lawfully give new appointments to persons with lower qualifications than those prescribed by the Library Certification Board.

(See also note by Executive Secretary of Library Certification at end of reprint of Publication.)

## GRADES OF PUBLIC LIBRARY SERVICE AND QUALIFICATIONS THEREFOR

### Head Librarian

#### Head Librarian Grade 1

Head Librarian Grade 1 comprises head librarians of libraries serving a population of 300,001 or more.

Qualifications for licensing without examination: graduation from an accredited college or university; satisfactory completion of one year's work in a library school accredited by the American Library Association; special experience in technique and organization of library service and six years' successful executive experience.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this ex-

amination who have graduated from an accredited college or university, and who have had eight years' successful executive experience.

#### Head Librarian Grade 2

Head Librarian Grade 2 comprises head librarians of libraries serving a population of 25,001 to 300,000.

Qualifications for licensing without examination: graduation from an accredited college or university; satisfactory completion of one year's work in a library school accredited by the American Library Association; and six years' successful experience in library work.

Qualification by examination: as provided in the Indiana Library Certification

Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who have graduated from a college or university, and who have had eight years' successful experience in library work.

#### Head Librarian Grade 3

Head Librarian Grade 3 comprises head librarians of libraries serving a population of 10,001 to 25,000.

Qualifications for licensing without examination: graduation from an accredited college or university; satisfactory completion of one year's work in a library school accredited by the American Library Association; and three years' successful experience in library work.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who have satisfactorily completed two years' of college work, and who have had four years' successful experience in library work.

#### Head Librarian Grade 4

Head Librarian Grade 4 comprises head librarians of libraries serving a population of 5,001 to 10,000.

Qualifications for licensing without examination: satisfactory completion of two years' work in an accredited college or university; satisfactory completion of a six weeks' course in public library science in an approved institution, satisfactory completion of sixteen semester hours in school library science as approved by the State Board of Education, or satisfactory completion of a course in a training class in library science in an approved library; and one year's successful experience in library work.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this ex-

amination who are high school graduates and have had one year's successful experience in library work.

#### Head Librarian Grade 5

Head Librarian Grade 5 comprises head librarians of libraries serving a population of 5,000 or less.

Qualifications for licensing without examination: graduation from an accredited high school or institution of equivalent standards; and satisfactory completion of a six weeks' course in public library science in an approved institution, or satisfactory completion of sixteen semester hours in school library science as approved by the State Board of Education, or satisfactory completion of a course in a training class in library science in an approved library, or satisfactory completion of one year of college work in an accredited college or university and three months of practice work and experience in an approved public library. However, certificates issued to persons (other than those who were Head Librarians at the effective date of the Library Certification Board Act) who have not satisfactorily completed any one of the courses of instruction in library science and work listed above shall be valid for eighteen months only, and cannot be renewed unless within eighteen months a six weeks' course in library science is satisfactorily completed.

Qualification by examination: as provided in the Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596).

#### Head of A Department

A department is a major division of a library system set up to perform a definite function or a set of related functions, and having normally a staff of two or more persons giving at least two thirds of their time to that function. An assistant librarian or an assistant director of a departmentalized public library, shall have the same grade as a head of a department.



**Department Head Grade 1**

Department Head Grade 1 comprises heads of departments in a departmentalized library.

Qualifications for licensing without examination: graduation from an accredited college or university; satisfactory completion of one year's work in a library school approved by the American Library Association; and four years' successful experience in library work.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who have satisfactorily completed two years' work in an accredited college or university and have had four years' successful experience in library work.

**Head of A Branch Library**

A branch library is an auxiliary library with separate quarters, a permanent basic collection of books, a permanent staff, and a regular schedule.

**Branch Library Head Grade 1**

Head of a Branch Library Grade 1 comprises heads of branch libraries serving an estimated population of 5001 or more.

Qualifications for licensing without examination: satisfactory completion of at least two years' work in an accredited college or university; and satisfactory completion of a semester's work in a library school accredited by the American Library Association, or satisfactory completion of a six weeks' course in public library science in an approved institution, or satisfactory completion of a course in a training class in library science in an approved library, or satisfactory completion of sixteen semester hours in school library science as approved by the State Board of Education.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who are high school graduates

and who have had one year's successful experience in library work.

**Branch Library Head Grade 2**

Head of a Branch Library Grade 2 comprises the heads of branch libraries serving an estimated population of 5000 or less.

Qualifications for licensing without examination: graduation from an accredited high school or institution of equivalent standards; and satisfactory completion of a six weeks' course in public library science in an approved institution, or satisfactory completion of a course in a training class in library science in an approved library, or satisfactory completion of sixteen semester hours in school library science as approved by the State Board of Education.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who are high school graduates and have had one year's successful experience in library work.

**Professional Assistants**

A Professional Assistant is a person, other than Head Librarian or Head of a Department or Branch Library, doing technical library work, such as administration, cataloging, reference, circulation, etc., as contrasted with clerical or mechanical work.

The grade of public library service as Professional Assistant for which a life certificate is issued, is determined both by the type of work involved in the service and by the qualifications prescribed for that grade as essential to the proper performance of that work (or qualifications which can be considered equivalent thereto).

**Professional Assistant Grade 1**

Professional Assistant Grade 1 comprises persons doing independent, technical and specialized library work.

Qualifications for licensing without examination: graduation from an accredited

college or university; satisfactory completion of one year's work in a library school accredited by the American Library Association; and two years' successful experience in public library work.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who have satisfactorily completed three years' work in an accredited college or university; who have satisfactorily completed a six weeks' course in public library science in an approved institution, or a course in public library science in a training class in an approved library, or sixteen semester hours in school library science as approved by the State Board of Education; and have had three years' successful experience in library work.

#### Professional Assistant Grade 2

Professional Assistant Grade 2 comprises persons doing the more technical library work under direct supervision, with full responsibility for routine operations.

Qualifications for licensing without examination: graduation from an accredited college or university; satisfactory completion of one year's work in a library school approved by the American Library Association.

Qualifications by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who have satisfactorily completed two years of college, who have satisfactorily completed a six weeks' course in public library science in an approved institution, or a course in a training class in an approved library, and who have had two years' successful experience in library work.

#### Professional Assistant Grade 3

Professional Assistant Grade 3 comprises persons who are engaged in technical and

routine library work under direct supervision.

Qualifications for licensing without examination: graduation from an accredited college or university; satisfactory completion of one semester's work in a library school approved by the American Library Association, or successful completion of a six weeks' course in library science in an approved institution, or satisfactory completion of a course in library science in a training class in an approved library, or successful completion of sixteen semester hours in school library science as approved by the State Board of Education.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who are high school graduates and who have had one year's successful experience in library work.

#### Professional Assistant Grade 4

Professional Assistant Grade 4 comprises persons who are engaged in routine technical library work as contrasted with mechanical and clerical work.

Qualifications for licensing without examination: graduation from an accredited high school or institution of equivalent standards; and satisfactory completion of a six weeks' course in public library science in an approved institution, or of a course in a training class in library science in an approved library, or of sixteen semester hours in school library science as approved by the State Board of Education, or of nine semester hours in public library work in an accredited college or university.

Qualification by examination: as provided in the Indiana Library Certification Board Act (*Acts, Indiana 1941*, pp. 591-596). Only those may be given this examination who are graduates of an accredited high school or institution of equivalent standards.

**Professional Assistant Grade 5**

Professional Assistant Grade 5 comprises persons performing the least technical, routine library work.

Qualifications for licensing: certificates for Professional Assistant Grade 5 will be issued only to those serving as Professional Assistants or on leave of absence from such position in a public library in the State of Indiana when the Library Certification Board Act took effect, whose position and qualifications were not such as to meet the requirements for other grades of public library service; life certificates as Professional Assistants Grade 5 shall be issued to such persons upon application, supported by statement of their position from the governing body of the library or the head librarian, together with payment to the Library Certification Board of the prescribed fee of \$2.00.

LIBRARY CERTIFICATION BOARD, State  
Library, Indianapolis.

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*President.*

CHRISTOPHER B. COLEMAN, Indianapolis,  
*Executive Secretary.*

MRS. ERNEST A. CARPENTER, Goshen.

NOTE—In the mimeographed Library certification Board Publications No. 1 and No. 2, "Certification of Librarians and Appointment of Librarians in Public Libraries in Indiana;

Grades of Public Library Service and Qualifications Therefor," and "Application to the Library Certification Board" by a typographical error the date when the Library Certification Board Act took effect was given incorrectly; the correct date is July 8, 1941.

Forms for application to the Library Certification Board for certificates are now available. They may be obtained from the Executive Secretary, Library Certification Board, Room 409, or the Extension Division, State Library, Indianapolis.

Any person, whether he is in a professional position in a public library or not when the Certificate Board Act took effect, may apply for a certificate for all the grades of public library service to which his qualifications entitle him. While those who held professional positions in public libraries when the Act took effect are entitled, upon proper application and payment of the prescribed fee of two dollars (\$2.00), to life certificates of a grade of the position held, they are not limited to that if they have the qualifications for higher grades. For example, a college graduate, who has satisfactorily completed a year's work in a library school, and has had four years successful experience in professional library work may properly apply for a certificate of Professional Assistant Grade 1, Branch Library Head Grade 1, Department Head Grade 1, and Head Librarian Grade 3, though his position may have been that of Branch Library Head Grade 2.

The phrase used in the statement of qualifications for several grades, "a course in public library science in an approved institution" refers to and is used as the equivalent of "a training class course in library science in an approved institution." (Executive Secretary, Library Certification Board.)

**DISTRICT MEETINGS**

May 5-June 2, 1942

<i>Date</i>	<i>Place</i>	<i>Chairman</i>	<i>Secretary</i>
May 5.....	Versailles .....	Mae Konkle.....	Mrs. Lynn Conder
May 7.....	Princeton .....	Sadie L. Archer.....	Mrs. Mary K. Sanders
May 12.....	Martinsville .....	Erma Cox.....	Margaret Cooper
May 14.....	Turkey Run State Park.....	Charlotte Ryan.....	Mrs. Eva Cook
May 19.....	Hagerstown .....	Mrs. Harriet Bard.....	Mrs. Eda T. Swain
May 20.....	Bourbon .....	Mary Fribley.....	Esther K. Spittler
May 21.....	Rensselaer .....	Ida Milliken.....	Mrs. Dorothy Eberhart
		Rev. C. J. Schuerman.....	
May 22.....	Walton .....	Mrs. Mabel Bratton.....	Nellie Pettijohn
June 2.....	La Grange .....	Kathryn Smith.....	Mrs. Lucy Gallup



The Indiana Library Association Executive Board shortly after the annual meeting of the Association, appointed a committee to consider the advisability of having one or two institutes, lasting two or three days, in place of several of the district meetings. The committee after consultation with many librarians, held a meeting without reaching a final conclusion on the subject. The Executive Board at its meeting earlier this year decided that in

view of the restrictions upon travel, and other difficulties, it would be unwise to try the experiment this year. The holding of these institutes therefore is indefinitely postponed.

The district meetings for the most part will be given to informal discussions under the leadership of the chairman and assistants appointed to lead discussions upon various problems and developments in library work.

## SUMMER COURSE IN LIBRARY SCIENCE

State Library, June 8-July 18, 1942

A six weeks' course in library science will be given this summer at the State Library, June 8-July 18, 1942. It will be open only to those who have graduated from an accredited high school or equivalent institution, and who either have positions in libraries or have appointments to positions. At least four weeks' experience in a public library is required before entrance.

The satisfactory completion of this course fulfills the minimum requirement of training in library science for appointment to professional library positions set up by the Indiana Library Certification Board. For appointment to any professional position in a public library in Indiana, or in any other library supported in whole or in part by public funds, a certificate from the Library Certification Board is now required under the Library Certification Act of 1941 (reprinted in the *Library Occurrent*, October-December, 1941, Volume 13, Number 12).

No appointment to permanent professional positions, such as head librarian, head of a department or a branch library, or professional assistant in a public library in Indiana is now open to any (with the exception of those who obtain life certificates for a given grade of service by virtue of the position held when the Library

Certification Act took effect) who do not pass an examination or who have not had at least as much training in library science as (1) a six weeks' course in an approved institution, (2) sixteen semester hours in school library service as approved by the State Board of Education, or (3) a training class course in an approved public library.

It is highly desirable that those who have not had this training should avail themselves of one of these three opportunities this year. Qualifications for certificates of the various grades of public library service are set forth in *Library Certification Board Publication No. 1*, distributed from the State Library. For the most responsible position a full year in an accredited library school is almost a necessity. The summer course at the State Library has been arranged to give at least the minimum training necessary for conducting small libraries and for serving as professional assistants in the lower grades. By the time this issue of the *Occurrent* is distributed enrollment in the course will be completed and it is highly probable that no additional person can be admitted. Doubtless, however, admittance may be open to courses in universities and colleges of the state.

## MELCHER AWARD

Frederic G. Melcher, President of the R. R. Bowker & Company, and co-editor of *The Publishers' Weekly* again offers an award to be made at the next annual meeting of the Indiana Library Association, for the best work of an Indiana library in the promotion of regional history and authorship. It will be remembered that the second award was made last year to the Logansport Public Library. There has been some uncertainty about the terms of the competition and of the award. In order to avoid this in the work of the current year, the Executive Board of the I. L. A., on the basis of a letter from Mr. Melcher has drawn up the following statement.

"The Melcher Award during the current year will be made at the annual meeting, Elkhart, October 7-9, on the basis of the best promotion of regional history or re-

gional authorship, whether the authors are in the local library's own area, or elsewhere in the state. Exhibits or other forms of promotion must be submitted to the jury at least one month before the annual meeting."

Mr. Melcher's hope is that through newspaper articles, exhibits, addresses, and other cumulating campaigns, the libraries of Indiana may greatly increase the interest of their constituents in the history and the literary expressions of the life of their communities and of the state. In the award, due allowance will be made for the opportunities and resources of the libraries competing. The smallest library will have an opportunity of winning the award equal to that of the larger libraries of the state.

## I. L. A. COMMITTEE REPORTS

## In Summary

I. L. A. committees last year made their reports to the Executive Board before the annual meeting and did not read them at the meeting unless they were specifically called for. The reports are to be preserved in the Extension Division of the State Library. Brief summaries of those which were sent to the *Occurrent* are presented here in order that members may be informed of the work done during the year.

## Adult Education

This committee was composed of Gladys M. Brown, Chairman; Della Tilman and Catherine Bailey. One meeting was held during the year. A questionnaire was sent to two hundred thirty-four libraries of the state. On the basis of the answers, the committee plans to make a summary of Adult Education Activities in Indiana Public Libraries.

## Federal Relations

Walter H. Kaiser, Chairman of the Committee on Federal Relations, reported that the bill in Congress for Federal Aid to Libraries had been shelved and that there seemed little chance of its being pushed forward in Congress during the time that military and naval needs are demanding all the resources of the country.

## James Whitcomb Riley Hospital Committee

The report of the Committee on the Library of the James Whitcomb Riley Hospital, Lucille J. Dichmann, Chairman, contained recommendations to the hospital authorities for the improvement of the library and library service. A detailed report on circulation showed a total of 26,087 items and a financial statement showed a total of principal and interest of \$3,306.14, as of June 30, 1941, with the

Sarah Banning Memorial Library Fund of \$1,000.00 having a balance of proceeds as of June 30, 1941, of \$36.11.

#### Legislative Committee

Bertha Ashby, Chairman of the Legislative Committee, reported the passage of a law creating the Library Certification Board and requiring librarians appointed to positions in public libraries after January 1, 1942, to have a certificate issued by the Board making them eligible for positions as head librarians, heads of departments or branches, or professional assistants. This measure, introduced on January 29, as Senate Bill 124, passed both houses; and it was approved by the Governor, March 11, 1941.

A bill permitting library boards to establish retirement funds was introduced on January 29, as House Bill 271. Because the legislature was unfavorable to the extension of pension systems and because of advice that the promotion of this bill would endanger the passage of the Certification Bill, it was not brought out of committee.

A bill not sponsored by the I. L. A. was introduced to make it possible for towns, cities, or townships, to withdraw from county library systems. This bill was killed in the committee.

#### Resolutions Committee

The Resolutions Committee report, which was adopted by the association, expressed sympathy for the loss to the library profession and to the libraries directly concerned, which came during the year through the death of Sarah Louise Sturgis, Fort Wayne; Marcia M. Furnas, Indianapolis; Esther U. McNitt, Indianapolis; Mary Anderson, Terre Haute; Ann G. Boody, Vincennes; expressed appreciation of the work of the Legislative Committee

of the I. L. A. and the I. L. T. A., of the others who worked for the passage of the Library Certification Act; of the legislature and of Governor Henry F. Schricker for the enactment at long last of the Library Certification Law; extended thanks to the Lincoln Hotel, to the L. S. Ayres & Company, to the Demco Library Supplies, to A. C. McClurg & Company, to Gaylord Brothers, to the Bobbs-Merrill Company, and to others who made the fiftieth Anniversary Meeting a success, and sent greetings and appreciation to the Indiana Library Trustees Association.

#### Indiana Union List Committee

Wm. M. Hepburn, Chairman, made the following report:

Balance on hand October, 1940.....\$ 78.17

Sales of List

3 cloth copies @ \$6.25.....\$18.75

13 twiltex copies @ \$5.00 65.00 83.75

Cash on hand Sept. 17, 1941.....\$161.92

No plans have been made to use this surplus although the Committee has considered ways and means for compiling a Supplement to the List. If this is done the surplus would be used in financing its publication. Or it might be used to purchase equipment for filing the Supplement on cards at some central location.

#### Young People's Committee

Mary Frances Focke, Chairman, reported a survey of what was being accomplished in the interest of reading by out-of-school youth. On the basis of the report, it was decided to ask some twenty libraries to assist with a project for extending this field of work. Only a few responded favorably. The Committee gave advisory service and help to these.

### BOOKS FOR SOLDIERS, SAILORS AND MARINES

The Indiana Victory Book Campaign, a part of a big nation-wide drive for books for soldiers, sailors and marines, found its

counterpart in every state in the union. On January 12, every hamlet and town in the United States began asking its citi-

zens for books. The sponsors of this big drive were the American Red Cross, United Service Organization, and the American Library Association.

Veterans of past book drives recalled the last war and went into vigorous action at once. The younger generation attacked the problem even more seriously. The promptness and efficiency with which our Indiana libraries, from the largest to the tiniest, organized to collect books was really amazing. And to the aid of the librarians, who acted as local directors of the campaign in each community, rushed cohorts of boy and girl scouts, library trustees, club women, parent-teacher associations, junior chambers of commerce, and all kinds of social and civic groups. Such support is wonderful proof of the strong place our libraries have in our community life.

Committees of leading citizens were

drawn up, meetings held, displays exhibited, publicity distributed, letters written, and boxes where books could be dropped placed in prominent places. Each city and town seemed to have an original idea for prying books out of bookcases and attics.

Miss Ethel Cleland, head of the Business Branch of the Indianapolis Public Library, had charge of the campaign. Her office as Director was in the Extension Division of the State Library. This was closed with the mailing of the report dated March 25, and printed below. Since that date, petty cash accounts and bills for shipping expenses incurred in the Victory Book Campaign, are to be sent to the New York office as are reports of books ready for shipment. Miss Cleland will continue to advise with libraries about the campaign at the Business Branch Library, Meridian and Ohio Streets, Indianapolis.

#### REPORT OF THE DIRECTOR OF THE INDIANA VICTORY BOOK CAMPAIGN

##### Ethel Cleland, Librarian Business Branch, Indianapolis Public Library

Early in December, 1941, I was asked by Miss Florence Allman, President of the Indiana Library Association, if I would take charge for the State of Indiana of the Victory Book Campaign, a nation-wide drive for books for soldiers, sailors and marines, made at the request of the U. S. Army and the U. S. Navy and sponsored by the American Library Association, the United Service Organization and the American Red Cross. A national office for the Campaign located in New York already had been organized and placed in charge of Miss Althea Warren, Librarian of the Los Angeles Public Library, who was granted a four months' leave of absence to conduct the National Victory Book Campaign.

On December 15, 1941, at the suggestion of Mr. L. L. Dickerson, Librarian of the Indianapolis Public Library, the Indianapolis Board of School Commissioners expressed their willingness to lend my part-

time services at their expense so that I could organize and conduct the Victory Book Campaign for the State of Indiana. Mr. C. B. Coleman, Director of the Indiana State Library, with equal generosity, provided the services of a secretary, Mrs. Louise Sullivan, and furnished office space and equipment in the Extension Division of the State Library. Several sessions of the Midwinter Meeting of the American Library Association, Chicago, January 28-31, were devoted to the coming campaign and I was able to attend these meetings and meet Miss Warren.

The first step was the appointment of a State Executive Committee. We were fortunate in the State Campaign to get to serve on our Committee the following: Wallace O. Lee, Member, Board of Directors, Indianapolis Chapter, American Red Cross; Clarence A. Jackson, Director, Indiana State Civilian Defense Council; Glen R.



Hillis, Chairman, Indiana Committee, United Service Organization; W. Carl Graham, Department Commander, American Legion of Indiana; Florence Allman, President, Indiana Library Association; Ray Donaldson, President, Indiana Library Trustees Association; Hazel B. Warren, Chief, Extension Division, Indiana State Library.

These Directors all expressed, when they accepted their appointments, their approval of the general plan proposed, i.e., to make the librarian of each local library in the state responsible for the Book Drive in his community. Two hundred and thirty-five local drives seem a large number of collection centers and the question was thoroughly discussed before this organization was set up as the most workable. The explanation is that Indiana is a state with a very large number of local libraries, with no regional libraries at all and with only a few county libraries, 22 out of the 92 counties. It seemed impossible to set up larger collection centers without working hardships on local larger libraries not equipped financially, as to staffs or as to space, to conduct regional campaigns. This arrangement, of course, made the work of the State Office more detailed.

While there has been no necessity for calling a meeting of the Directors, they have been kept in touch from time to time by letters with the activities of the State Office.

On December 22 the Victory Book Campaign State Office in the Extension Division of the State Library was opened, and on December 29 a letter was sent to each of the 235 libraries in the state announcing the drive and appointing the local librarians as Local Directors for the conduct of the drive in their communities and any adjacent areas where there was no library service. At the same time Miss Hazel Warren, Chief of the Extension Division, Indiana State Library, sent a letter to all Indiana librarians urging their activity and cooperation for this book drive. On Jan-

uary 6, 1942, Governor Henry F. Schricker officially indorsed the Victory Book Campaign for the entire state.

The response from over the state was very prompt and all but a very few of the local librarians, acting as Local Directors for the Drive, went to work at once organizing their campaigns, appointing their committees and making their plans. Remarkable help has been received in almost all communities from all sorts of local groups, associations, business organizations, churches, schools, boy and girl scouts, etc. Local papers were very generous in giving space to the Campaign.

Two Manuals, compiled by the National Office of the Victory Book Campaign, were mailed early in the Campaign to each library in the state, namely, the "Manual for State and Local Directors" and the "Manual for State and Local Directors, Methods of Distribution and Other Supplementary Notes." These Manuals gave a complete picture of the nation-wide campaign and furnished detailed directions as to collecting, sorting and shipping of books. However, some of the information in the Manuals was a little confusing, especially for the smaller libraries, and had to be interpreted by personal letter to a number of the Local Directors.

As questions came in to the State Office in regard to details of the Drive, a series of bulletins was issued on January 8, 16, 24, February 3, and March 3, giving all possible aid and information and explaining delays and complications. All letters from Local Directors were answered personally at once if they contained questions not answered in these bulletins, and approximately 700 personal letters and post cards were written to Local Directors. Letters were also sent to each college librarian and each special librarian in the state asking them to cooperate with their local public librarians in the Campaign, and to 32 reading groups in the state served by the Traveling Library section of the Indiana

State Library, asking for their donations to be sent to their local public libraries.

On receipt of promises of cooperation from the WPA, all libraries in the state having WPA library projects were urged to get in touch with local WPA authorities and avail themselves of WPA help in repairing such donated books as were worth mending. Later rubber stamps for stamping the books were distributed to all the larger libraries having WPA library projects.

About 4,000 posters, three sizes and four types, were shipped, in numbers proportionate to the sizes of the communities served, to all the 235 libraries. Also labels to be used on packages of books shipped and form cards for reporting to the National office numbers of books ready for shipment were sent to all libraries.

A total amount of \$600.00 was allotted to Indiana by the National office to cover as far as possible the expenses of the State Office, and refunds of petty cash expenditures. Shipping costs incurred by local libraries which they were not able to meet themselves or care for from local donations, were paid from state funds or refunded from the national office. However, generous donations to cover both these items were made by librarians themselves, library boards, local organizations and individuals in many cities and towns, so that it was not necessary for many librarians to ask for financial help.

The following is a summary of the financial report sent in from the Indiana State Office to the National Office, March 25, 1942.

#### Receipts

Total allotted to Indiana State Office .....	\$600.00
Refund from a local director.....	2.26
Receipts from local directors from sales of waste paper.....	82.39
<b>Total .....</b>	<b>\$684.65</b>

#### Expenditures

Expenses of the State Office for stationery, printing, stamps, supplies, etc. ....	\$110.00
Refunds to local directors for petty cash and shipping expenses .....	268.41
Cash sent to National Office for money received from waste paper sales .....	82.39
<b>Total .....</b>	<b>\$460.80</b>

Balance returned to Victory Book Campaign, New York.....\$223.85

Out of the 235 public libraries in Indiana, 211 conducted Victory Book Campaigns. The 24 libraries which were not able to do so were situated in very small communities and most of them contributed what books they could collect to nearby larger libraries. This total number of campaigns in the state far exceeded our highest hopes at the beginning of the state drive and is a record of which we can be proud.

It is impossible to give a complete report yet of the books donated in Indiana. On March 25, from 80 out of the 235 Indiana libraries, 60,501 books have been selected to send to camps and other army and navy libraries. These 80 libraries report that a total of 139,681 books have been donated, but this is not a complete figure as many libraries failed to report the total number of books given, only giving the number of books selected as suitable for camp libraries.

In closing the State Office and submitting my final report of the Victory Book Campaign, I want to thank once again all Local Directors and to express my gratitude to my Executive Committee, Governor Henry F. Schricker, the Indianapolis School Board, Mr. L. L. Dickerson, Librarian, Indianapolis Public Library, Mr. C. B. Coleman, Director, Indiana State Li-

brary, and Miss Hazel B. Warren, Chief, Extension Division, Indiana State Library, without whose generous cooperation and

aid the Indiana Victory Book Campaign could not have been so successfully accomplished.

## WPA STATE-WIDE LIBRARY PROJECT

The WPA library work in Indiana was organized a little less than four years ago on a state-wide basis. There have been delays in manning the staff for supervision in the state as a whole and in the various districts, so the project has not been running full blast all of the time. Mrs. Marguerite Anderson was the first Indiana State Supervisor. The vacancy left by her resignation was eventually filled by the appointment of Wayne McDermott. The funds allotted to the project and the time limit ran out recently and application for a renewal was drawn up and word was received here on March 7 that the new project, providing an allotment of \$103,975, had been approved by the President. At the time of writing the project has not been reorganized in line with the new application and the new conditions. It is understood, however, that a national office for the WPA is directing activities almost entirely into channels which are called "defense work" or into work for defense workers.

Wayne McDermott resigned his position as State Supervisor, effective March 28, in order to take a position he had accepted in the Cleveland Public Library. Several weeks before leaving he wrote on request the report upon the Library Service Project printed below.

Lee Ash Jr. has been appointed Acting State Supervisor of the project.

### THE LIBRARY SERVICE PROJECT IN WARTIME ACTIVITY

"During the past year the Library Service Project has been directing its energies toward the war effort. Since the declaration of war its assistance to the nation's preparation for victory has naturally assumed first place. The future course of the

Project will be: first, to assist those communities engaged in preparing men and weapons for action abroad; and second, to assist those communities preparing for action at home.

"In the first category the Project is rendering service to Fort Benjamin Harrison and Baer Field, Charlestown and Burns City. It is in a position to assist the Kingsbury area, the Vermillion County area, and the area of the proposed camp in Bartholomew County. It is being proposed by our State Sponsor that conferences of all librarians in the affected areas and the supervision of the Project be held to determine the needs of the areas and to correlate the activities of all the agencies involved.

"In the second category, the home front, the Project is serving the Victory Book Campaign. This activity takes precedence over all other activities in this category. Where it is possible to supply workers they will be furnished to all centers engaged in the collection of gift books.

"Beyond this activity our services in communities not specifically engaged in the production of war materials must necessarily be limited, for the Project must not retard the activities of other projects definitely engaged in the war effort by retaining project personnel not so definitely assigned.

"It is our contention, of course, that libraries in wartime are even more important to the community than in time of peace. We have witnessed the increased demands upon library service in the emergency of the depression, and there is no doubt that the emergency of the war will similarly highlight its importance to the community. Where the project is concerned, however, the needs of other pro-

grams engaged in definite war activity must be respected. This means that, although we may agree that our general assistance to established libraries become increasingly important in ratio to the library's increased value to the wartime community, nevertheless a very definite program, beyond 'business as usual', must be developed in the individual libraries in order to utilize WPA personnel for library purposes.

"Where Library Project people are being used in the extension of library service to cities, townships, and counties, through maintenance of stations, branches, and bookmobile service, their services will be continued.\* However, indexing, preparing

picture files, cataloging, book repair, and such other items of assistance will doubtlessly be curtailed as needs for personnel arise on the Library Project and other projects where weight is being thrown to specific home front war activities.

"Requests for assistance within the scope of what has been suggested above may be addressed to the State Headquarters of the Library Service Project at 429 N. Pennsylvania Street, Indianapolis.

WAYNE McDERMOTT,  
Former State Supervisor,  
Library Service Project.

\* Later orders from Washington point to limiting the project to service of military and naval establishments and of workers in war industries.

## THE JOINT UNIVERSITY LIBRARIES

### NASHVILLE, TENNESSEE

The dedication, December 5 and 6, of the new Joint University Library of Peabody College, Scarritt College and Vanderbilt University at Nashville, Tennessee, marked the initial success of a movement so exactly in line with current ideas of library development that the *Occurrent* reprints some paragraphs of the Program and Invitation sent by the director, Dr. A. F. Kuhlman.

"The Joint University Libraries of Nashville, Tennessee, represent a new movement in higher education, research, and library service. They were established to eliminate unnecessary duplication, to coordinate and expand the library resources and services of three neighboring institutions of higher learning: George Peabody College for Teachers, Scarritt College, and Vanderbilt University.

"At the center of this development a new and endowed Joint University Library has been provided. This building and its endowment are jointly owned and directed. In like manner its book resources and services and all of the other library resources and services of the three cooperating insti-

tutions, are jointly controlled and administered by one Board of Library Trustees (composed of representatives of the boards of control of the three institutions), one joint Faculty Library Committee, one Director of Libraries, and one Treasurer.

"This cooperative library enterprise is designed as the next step toward the realization of a great regional university center in Nashville in which the teaching and research resources of these neighboring institutions are coordinated. To make possible the development of such a greatly needed university center the General Education Board and the Carnegie Corporation gave substantial sums, and more than five thousand students, faculty members, alumni, employees, and friends of these schools contributed generously.

"The plan for such a cooperative university center, supported by an adequate library, in Nashville was the direct outgrowth of a comprehensive survey in 1935-36 of the educational and research programs, and the library facilities and needs of the three institutions. This joint self-survey by the faculties and librarians



culminated in a twofold program: On the instructional and research side an effort was made to coordinate the curricula and to eliminate unnecessary duplication of courses. . . . On the library side, the preliminary plan for the Joint University Libraries was projected and agreed to by the heads of the three schools and an interim organization was set up.

"Since 1936 a Union Catalog of the holdings of Nashville libraries has been completed; a Library of Congress catalog has been acquired; and the basic book resources of this center have been increased from 285,000 to 400,000 volumes. The current administration of the libraries on the three campuses has been under one director; the

permanent organization and financing of the Joint University Libraries was consummated in 1937-38; and a new building, adapted to the instructional and research needs of this university center, has now been completed."

Early this year an attractive clothbound book of 128 pages, edited by Dr. Kuhlman, was published by the Peabody Press and the Vanderbilt University Press, of Nashville, under the title *The Development of University Centers in the South*. It contains drawings and floor plans of the new library, and addresses by William Warner Bishop, Charles Harvey Brown and other distinguished participants in the dedication of the Joint University Library.

## ORGANIZATION MISCELLANY

### I. L. A. Committees 1941-42

#### Adult Education

Gladys M. Brown, Gary, *chairman*  
Bess Palmer, South Bend  
Della Tilman, Wabash

#### District and Regional Meetings

Hazel B. Warren, State Library,  
*chairman*  
Mrs. Carabelle G. Dickey, Indiana  
State Teachers College Library  
Lois Zimmerman, Indianapolis  
Lucile Snow, Elwood  
Florence Allman, Hammond  
Paul Howard, Gary

#### Federal Relations

Walter H. Kaiser, Muncie, *chairman*  
Rex M. Potterf, Fort Wayne  
L. L. Dickerson, Indianapolis

#### Legislative Committee (joint committee with I. L. T. A.)

Jean Ashman, Indiana University,  
*chairman*  
Mary A. Holmes, Logansport  
Ora L. Wildermuth, trustee, Gary

Mrs. Carabelle G. Dickey, Indiana  
State Teachers College Library  
Mrs. G. K. Bridwell, trustee, Bloomington

#### Melcher Award

F. Grace Walker, Evansville, *chairman*  
Mary Post, South Bend  
Wilma Reeve, Indianapolis

#### Membership

Ellen Kistler, Notre Dame University  
Library, *chairman*  
Margaret Donnell, State Library  
Orpha M. Peters, Gary  
Fern Arnold, Hammond  
Mrs. Harriett Golay, Indianapolis  
F. Grace Walker, Evansville  
Rita Bolson, Fort Wayne  
Jane Aspinall, South Bend  
Edna A. Wells, Indiana University  
Library  
Eleanore Cammack, Purdue University  
Library

**Public Relations**

Ethel G. Baker, South Bend, *chairman*  
 Rachel Schenk, Purdue University  
 Library

**Publicity**

Harold J. Sander, State Library,  
*chairman*  
 Audrey Benner, trustee, Elkhart.

**Regional Planning**

Elsie Strassweg, Bluffton, *chairman*  
 Lois Henze, Bloomington  
 Mrs. Catherine Glueck, Gary  
 Hazel B. Warren, State Library

**Riley Hospital**

Lucille J. Dichmann, Indianapolis,  
*chairman*  
 Mrs. Irene Lovdal, Anderson  
 Marjorie Higbee, Crawfordsville

**Salary, Tenure and Annuities**

Frank H. Whitmore, East Chicago,  
*chairman*  
 Paul Howard, Gary

**Student Loan**

Caroline Dunn, State Library, *chairman*  
 Carrie Scott, Indianapolis  
 Ruth Bean, Evansville  
 C. B. Coleman, State Library  
 Mrs. Carabelle G. Dickey, Indiana  
 State Teachers College  
 Florence Allman, Hammond

**Union List of Serials**

William M. Hepburn, Purdue, *chairman*  
 Estella Wolf, Indiana University  
 Mrs. Vera S. Cooper, De Pauw University

**Youth Committee**

Mary J. Cain, Indianapolis, *chairman*  
 Mrs. Florence Schaefer, Richmond  
 (Morrisson-Reeves Library)  
 Genevieve B. Hardy, South Bend Central High School

**Local Arrangements for Annual Meeting**

Flora M. Case, Elkhart, *chairman*  
 Mrs. Lester Winter, trustee, Elkhart  
 Ella Hodges, Mishawaka

**A Correction**

At the request of the Executive Board of the Indiana Library Association the *Occurrent* prints the following explanation and notice:

The amendment to Section 6 of the constitution of the Indiana Library Association prepared by the Activities Committee at the annual business meeting October 30-31, 1941, was itself amended from the floor, and as amended was announced at the meeting and in the *Occurrent* issued in December last, as carried. The minutes of the meeting, however, show clearly that it was not, as the Constitution requires, adopted by a two-thirds vote of the enrolled members present. Therefore, this amendment is not now a part of the constitution. It is now offered as an amendment to be voted on at the next annual meeting of the Association.

The original amendment was a complete revision of Section 6, dealing with the election of officers. A copy of it was sent to each member of the Association October 1, 1941, with a number of other amendments. The amendment which was made to this amendment at the meeting on October 31 provides that the person elected vice president become, automatically, president the following year. This new Section 6 comes up for final action in the meeting this fall.

**Membership Statistics**

The American Library Association Bulletin for November, 1941, lists membership in the Association from Indiana as 458 in 1939; 488 in 1940; 441 in 1941. A casual comparison with the number of memberships in other states seems to show that Indiana has about the number of A. L. A. members which one might expect; it is neither comparatively larger nor smaller

than the average, considering the population and the number and size of libraries.

Lucile Snow, of the Elwood Public Library, Treasurer of the Indiana Library Association, on April 14, 1942, reported 6 life members, 303 renewed memberships, 26 members reinstated, and 61 new members, making a total of 396 members in the I. L. A. as of that date.

Additional memberships in both organizations are being taken out through the spring and will undoubtedly continue through the summer. Many members in the I. L. A. wait until the annual meeting to pay their dues, though they are payable January 1. This custom adds to the difficulty of the treasurer and not infrequently results in the temporary loss of the membership of librarians who do not get to the meeting. Earlier payments this year have come in in a larger number.

The prospect seems fair for a record breaking number of members before the end of the year.

#### Meetings of State Library Associations

The following dates and places of meetings of the state library associations in this region were announced at the meeting of state association presidents and bulletin editors, December 30, as follows, except that the Indiana date is a later change:

Indiana Library Association,

Elkhart, October 7-9.

Ohio Library Association,

Columbus, October 22-24.

Michigan Library Association,

October 14-17.

Illinois Library Association,

Chicago, October 22-24.

Wisconsin Library Association,

Milwaukee, June 22.

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### QUOTING FROM SUBSCRIPTION BOOKS BULLETIN

*Subscription Books Bulletin* is copyrighted and the American Library Association has recently issued warnings against unauthorized reproduction of its reviews of sets of books or excerpts from them. Since librarians and library publications find it very convenient to quote from these reviews, Kenneth R. Shaffer, order librarian of the State Library, wrote to the editor asking whether this practice were discountenanced. It is a relief to learn that it is not. Everett O. Fontaine, Chief of the publishing department of the American Li-

brary Association, under date of December 5, 1941, sent to the director of the State Library the following statement, with permission to use it:

"It is not our intention to prohibit a librarian who is attempting to give advice concerning sets from quoting in letters to inquirers, excerpts from reviews appearing in *Subscription Books Bulletin*. We trust librarians to use good judgment in seeing that the part quoted in a letter is in harmony with the general tone of the complete review."

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### RECENT PUBLICATIONS OF PROFESSIONAL INTEREST

A study in public administration in relation to the library was begun in 1933 by the Graduate Library School of the University of Chicago. The results of this study have been published by the University Press (price, \$1.50), as *Public Administration and the Library*, by Arnold Miles and

Lowell Martin. "The place of the public library in the governmental structure has been defined; the service of the library as an institution engaged in the promotion of reading has been described and evaluated; and a number of problems to which its administration has given rise have been care-

fully considered in the light of modern public administration practice." The study is given in three parts: The government of the American public library; People and print; Public administration and the library.

A good book on the study and use of books and libraries, with special emphasis on reference work, is *Books, Libraries and You*, by Jessie Boyd and others. It is published by Scribners at \$1.40. Section one covers the subject of using the library as a study asset in research work, reports and term papers; section two, the reference resources of the library; section three, books and their arrangement in libraries, and section four, the public library.

The second volume of *Books and Library Plays*, edited by Edith M. Phelps, has been published by H. W. Wilson Company (price, \$2.25). The compilation is for high, junior and grade schools and library audiences. All the plays use as their theme the books and the library; the range is wide, and costumes and scenery can be simple or elaborate.

There are three new books of definite interest for the school libraries: *Administering Library Service in the Elementary School*, by Jewel Gardiner and Leo Baisden, is published by A. L. A. at \$2.00. This is written for the school librarian and for all whose work centers about, and who are interested in the elementary school library. It will aid librarians in all public libraries who are seeking to cooperate with teachers and school librarians. It will help classroom teachers to cooperate with the library. First of all, this is a valuable, practical manual for elementary school librarians, and it involves much more than the mastery of library technic.

In *Library Guidance for Teachers*, by

Margaret Hessler Walraven, and Alfred L. Hall-Quest, published by Wiley for \$2.75, the role of the teacher in library guidance is stressed by significant reasons. Books are considered an essential tool of learning. Teaching pupils to use books and libraries should be a basic educational guidance and the librarian is responsible for teaching books and reading guidance to pupils in the schools. The authors of this valuable volume desire to apply library science to the needs of secondary teachers by explaining what the teacher needs to know about the library, so that he may guide pupils in an independent use of source material. Mary Peacock Douglas's *Teacher-Librarian's Handbook* gives practical help in the organization of the small school library, and in the development of a workable and effective service within the school. It is written as help for the untrained person particularly, but is not meant as a substitute for training. Classification, cataloging, book selection and ordering, instruction in use of books and libraries, care of the library and books, and all phases of the school library administration are discussed. Published by A. L. A. at \$1.90.

In *Books We Like* the *Illinois English Bulletin*, published at 204a Lincoln Hall, Urbana, Illinois, lists books endorsed by high school pupils and gives annotations on them by the pupils.

The address of Bernice E. Leary upon "Guiding Children's Reading" delivered at the session of the State meeting last October, devoted to work with children has been printed as "A Monograph on Reading" by Row, Peterson & Company, Evanston, Illinois, and carries the number 22. It will be read with interest both by those who heard the address and by those who were not privileged to hear it.



## OUR NEIGHBORS TO THE SOUTH

A Latin-America Reading List for Boys and Girls. Compiled by Carrie E. Scott, Supervisor, Work with Children, Indianapolis Public Library.

In order for the "Good Neighbor Policy" to mean most to the children of today, it is essential for the boys and girls of the Pan-American countries to know United States heroes—Washington, Franklin, Lincoln, Clara Barton—all the men and women who have worked to make this great republic the important nation it is today. And vice-versa, it is just as essential for United States' children to know the heroes and founders of the Pan-American countries—Simon Bolivar, Jose de San Martin, Antonio Jose Sucre and Bernardo O'Higgins, great heroes who laid the foundations of the Pan-American democracies. They also must know men and women of modern times—statesmen, educators, writers, artists, musicians, social workers, men and women of achievement in all lines of work. These must be more than just names to our American boys and girls. They must know for what these names stand; they must be familiar with the histories of the countries; the manners and customs of the people; their industrial life and products, their contributions to world culture.

For the past two years publishers have realized the need of books of history and travel that are interesting and give authentic information about Mexico, Central America, West Indies and the countries of South America, yet simple enough to be read with understanding by boys and girls of the elementary grades. During the years 1940 and 1941 a number of histories, books of travel, biographies, and stories with Latin American backgrounds have been published, and these will enrich the collections on our juvenile library shelves. With the hope that an interest may be awakened and fostered concerning our neighbors to the south we offer the following reading list of current books:

## For Younger Boys and Girls

Brown, Mrs. Rose (Johnston). *Two Children of Brazil*. Illustrated by Armstrong Sperry. c.1940. Lippincott, \$2.00.

American children will learn much about children in Brazil by reading this story of Tatu and Joa who lived near the edge of a great Brazilian jungle.

Gill, Richard C., and Hoke, Helen. *The Story of the Other America*. Illustrated by Manuel Rivera Regalado. 1941. Houghton, \$2.00.

A simply written and attractively illustrated history of South America from 1498 to present day. For grades four and five.

Goetz, Delia. *Panchita, A Little Girl of Guatemala*. Illustrated by Charlotte Anna Chase. 1941. Harcourt, \$2.00.

Combined with this simple story of a little six-year-old girl and her experiences in making a tea-set, are many details concerning the every-day life of Guatemalan people.

Hutchinson, Ruth H. *The Blue Butterfly Goes to South America*. Illustrated in color by Kurt Wiese. c.1940. Albert Whitman, \$2.00.

Children of the lower elementary grades will enjoy reading the story of two American children, Patty and Petey who had to journey to Argentina to live with their Uncle Nick on a great ranch not far from Buenos Aires. Their experiences make a fine story of home life in this great southern country.

Sawyer, Ruth. *The Least One*. Illustrated by Leo Polite. 1941. Viking, \$2.00.

This story of Chiquitico, the least one, and, according to his little master, Paco,

the most beautiful burrito in all Mexico, combined with Paco's experiences as an apprentice to a sandal-maker, is told with literary charm and gives a very vivid picture of Mexican family life. The illustrations too are delightful.

Tarshis, Elizabeth Kent. *The Village That Learned to Read*. Illustrated by Harold Haydon. 1941. Houghton, \$2.00.

This is an interesting story of Mexican village life. The author has a sympathetic understanding of the people and knows how to tell an interesting story for boys and girls.

#### For Older Boys and Girls

Baker, Nina Brown. *He Wouldn't Be King*, the story of Simon Bolivar. Vanguard Press, \$2.50.

A very interesting, dramatic account of the colorful career of one of the greatest South American heroes. Contains a good bibliography.

Dalglish, Alice. *Wings Around South America*, with pictures by Katherine Milhous. 1941. Scribner, \$2.50.

This book gives a very readable account of the author's and artist's two months' trip by plane over South America. Attractive in format and interesting in content, the book serves well as an introduction to history of various South American countries, and the manners and customs of the people. The beautiful sketches both in color and black and white harmonize well with the text.

Peck, Anne Merriman. *The Pageant of South American History*. 1941. Longmans, \$3.00.

Older boys and girls will find this history very entertaining reading. It covers the period from the era of the primitive people up to the present day democracies. Along with the historical record, informa-

tion is given concerning the industrial and cultural development of the various South American peoples. It also contains a chapter on Pan America: the "Great Dream." There is a good bibliography on the main periods of South American history and an excellent index. It is illustrated with photogravures and maps.

Quinn, Vernon. *Picture Map Geography of South America*. Illustrated by Paul Spener Johnst. 1941. Stokes, \$1.50.

Covers ten separate countries and contains eight picture maps illustrating outstanding characteristics. Will be as popular as the author's picture map geography of the United States.

Rothery, Agnes Edwards. *South American Roundabout*. Illustrated by Carl Burger. c.1940. Dodd, \$2.00.

This fascinating book of travel takes the reader to the various countries of South America and points out the places of historical, industrial, and cultural interest. The closing chapters tell of Simon Bolivar, the Spanish Main—the mainland that surrounds the Caribbean Sea, and the West India Islands.

Waugh, Elizabeth. *Simon Bolivar, a Story of Courage*. Illustrated by Flora Nash Demuth. 1941. Macmillan, \$2.50.

A well written biography of the great liberator, who is often called the George Washington of South America. Along with this story of courage and achievement more thrilling than many books of fiction, is a revealing picture which epitomizes the world struggle for liberty and democracy.

Waldeck, Theodore J. *White Panther*. Viking, 1941. \$2.00.

This beautifully told exciting life story of Kee-ma, the white panther, gives the reader a fine introduction to the jungle life in British Guiana.

## DISPOSAL OF U. S. GOVERNMENT PUBLICATIONS

Kenneth R. Shaffer, Order Librarian, State Library

Inquiries have been received from public libraries concerning disposal of duplicate or unwanted publications of the United States Government. Because of the nature of this material, there was some doubt as to whether or not it could be legally destroyed, sold, or whether it should be returned to the Superintendent of Documents.

The Superintendent of Documents has indicated that the Government Printing Office is crowded for space and that it is not in position to accept any government publications that libraries may wish to discard. He has indicated further that such documents may be disposed of in any way the library may see fit—i. e. they may be sold to second hand dealers in such materials, or destroyed.

The above does not, of course, apply to depository copies of documents which have been received by libraries which have been

officially designated as "depository libraries" for government publications.

Inquiries have also recently been received asking for clarification of the statement in a poster and letter issued by the Committee on Conservation of Cultural Resources, National Archives, Washington, D. C., that "Indiscriminate destruction of official records is prohibited by federal and by most state laws."

Mr. Collas G. Harris, Chairman of the Executive Committee, has written stating that by "official records" the poster referred specifically to original records such as typed, hand written, or other documents which would come under the heading of original or file copies. Publications of the federal government printed in quantities and widely distributed, of course, do not come under this classification and may be disposed of as above.

## INDIANA DOCUMENTS RECEIVED AT STATE LIBRARY

November, 1941—January, 1942

Checklist Compiled by Margaret Pierson, State Library

Items starred (\*) are distributed by the State Library. Items not starred are often available at the office of issue. Offices are located in Indianapolis unless otherwise indicated.

## ADJUTANT GENERAL.

General orders, 1941, nos. 5-6, July 8, August 15, 1941.

## AGRICULTURE, BOARD OF.

Fair financial statement, 1941. 10p. Mimeographed.

## ALCOHOLIC BEVERAGES DIVISION.

Bulletin, nos. 85-87, 95-96, 98-100, April 26, 29, August 15, 29, September 17, October 15, November 17, 1941. Mimeographed.

## AUDITOR.

Annual report, 1940/41. 90p.  
Indiana real estate laws, chapter 249, Acts 1921. 1941. 4p.

## CENTRAL STATE HOSPITAL.

\*93d annual report, 1940/41. 76p.

## CONSERVATION, DEPT. OF.

Outdoor Indiana, v. 8, nos. 10-12, November, 1941—January, 1942.

Entomology, Division of. [Letter to beekeepers] November, 1941-January, 1942. 3 nos. Mimeographed.

Fish and game, Division of. Wild ducks. [Published by the] American wildlife institute [1941] 35p. col. illus., maps.

Geology, Division of. The Devonian formations of Indiana. Part I: Outcrop in southern Indiana, by T. A. Dawson. 1941. 48p. 4 fold. plates (1 map, 3 charts) in pocket.

Indiana oil and gas news, November, 1941-January, 1942. 3 nos. Mimeographed.  
Parks and lands and waters, Division of. Annotated bibliography on conservation, prepared by Howard H. Michaud. 11p. Mimeographed.

Trails in Brown county state park. [1941] folder (10p.)

Trails in Clifty Falls state park. [1941] folder (10p.)

- Trails in Indiana dunes state park.
- [1941] folder (10p.)
- Trails in McCormick's Creek state park.
- [1941] folder (10p.)
- Trails in Pokagon state park.
- [1941] folder (10p.)
- Trails in Spring Mill state park.
- [1941] folder (10p.)
- Trails in Turkey Run state park.
- [1941] folder (10p.)

## DEFENSE COUNCIL.

... The action toward a solution; a report of the initial meeting of the Bi-racial committee ... and the national defense issues which are injected by the President's Executive order of June 25, 1941 ... in co-operation with the Indiana state chamber of commerce. [16]p.  
[Indiana defense council chart] 1941. 1p.  
Civilian defense in Indiana. Manual, no.1. 1941. 89p.

## EMPLOYMENT SECURITY DIVISION.

Free training for a defense job in civilian employment. [4]p. Mimeographed.  
Indiana employment review, v.8, nos.10-12, October-December, 1941.  
Let's get down to brass tacks. [1941] [4]p. Mimeographed.  
Partial unemployment benefits. ... Information and instructions for employees [1941] [4]p.  
[Press release. Indiana employment, manufacturing and non-manufacturing industries.] October-December, 1941. 3 nos. Mimeographed.  
Rules and regulations of the Indiana employment security board. ... 1941. 75p.  
Statement of policy and procedure for the payment of partial unemployment benefits. ... November 1, 1941. 8p.  
U. C. advisor, v.2, no.1, January, 1942. 4p. Mimeographed.

## FINANCIAL INSTITUTIONS, DEPT. OF.

\*Annual report, 1940/41. 180p.

## GENERAL ASSEMBLY.

\*House of representatives. Journal ... 82d regular session ... 1941. 1676p.

## GROSS INCOME TAX AND STORE LICENSE DIVISION.

General instructions for preparing and filing Gross income tax returns. 1941. 6p.  
Report, 1940/41. 16 leaves. Mimeographed.

## HEALTH, STATE BOARD OF.

Monthly bulletin, v.44, nos.10-12, October-December, 1941.  
Sanitary engineering, Bureau of. Sewage gas, v.4, nos.3-4, September, December, 1941. Mimeographed.  
Venereal diseases, Bureau of. Platform and radio talk, nos.1-2 [1941].

## HISTORICAL BUREAU.

Indiana history bulletin, v.18, nos.10-12, October-December, 1941.

## INDIANA BOYS' SCHOOL, Plainfield.

Indiana boys' school herald, v.41, nos.38-49, October 18-January 10, 1941.

## INDIANA HORTICULTURAL SOCIETY.

Hoosier horticulture, v.23, nos.10-12, October-December, 1941. Monroe McCown, Lafayette, Ind., secretary-treasurer.

## INDIANA SOLDIERS' AND SAILORS' CHILDREN'S HOME, Knightstown.

The Home journal, v.53, nos.11-12, November-December, 1941.

## INDIANA STATE CONFERENCE ON SOCIAL WORK.

[Program] 51st annual session, Indianapolis, October 29 to November 1, 1941. 27p.

## INDIANA STATE FARM, Putnamville.

Hill top-ic, [v.3, nos.7-9?] October-December, 1941. Mimeographed.

## INDIANA STATE SANATORIUM, Rockville.

The Hoosier res-cuer, v.17, nos.5-6, November-December, 1941.

## INDIANA STATE SCHOOL FOR THE DEAF.

The Hoosier, v.54, nos.1-3, October-December, 1941.

## INDIANA STATE VEGETABLES GROWERS' ASSOCIATION.

Program review, v.12, 1941. 94p.  
F. C. Gaylord, West Lafayette, Ind., secretary-treasurer.

## INDIANA WOMAN'S PRISON.

\*69th annual report and the 34th annual report of the Correctional dept., 1940/41. 28p.

## INDUSTRIAL BOARD.

[Amendment] section 13, page 23, Rules of procedure before the Industrial board, 1941. 1p.

## LABOR, DIVISION OF.

Quarterly bulletin, v.1, no.1, July-September, 1941. 4p.

## MEDICAL REGISTRATION AND EXAMINATION, STATE BOARD OF.

Information and instructions to applicants for licensure to practice the healing art in Indiana through reciprocity with other states of the United States of America. [1941] [4]p.

## MINES AND MINING, BUREAU OF.

Mining laws of Indiana, 1941. 78p.  
[Report of fatalities in Indiana mines, with recommendations] October-December, 1941. 3 nos. Mimeographed.

## MOTOR VEHICLES, BUREAU OF.

Additional information for chauffeurs. [1941] 1 sheet. Processed.

## PUBLIC INSTRUCTION, DEPT. OF.

School laws enacted by the 1941 Indiana General assembly. Supplement to ... 1939 edition. 30p.

## PUBLIC SERVICE COMMISSION.

[Order] in the matter of rates, rules, regulations, and practices to govern transportation by motor vehicle in the state of Indiana, no.12150-2, approved, December 19, 1941. 2p. Mimeographed.

## PUBLIC WELFARE, DEPT. OF.

Indiana's public assistance program; questions and answers. [1941] folder (8p.).  
Public welfare in Indiana, v.51, nos.11-12, November-December, 1941.  
Statistical section. Quarterly statistical survey, v.7, no.4, April-June, 1941. 22p. Processed.

## RICHMOND STATE HOSPITAL, Richmond.

\*52d annual report, 1940/41. 58p.

## SECURITIES COMMISSION.

Bulletin, 1941, nos.9-10(combined) November 3, 1941. [2]p. Mimeographed.



## STATE FAIR BOARD.

Conditions of the horse and mule pulling contests [Indiana state fair, 1941] 58p.  
Fine arts catalog, August 30 to September 6, 1940; August 29 to September 5, 1941. 2 nos.

The Horse show department, Indiana state fair, August 29-September 5, 1941. 16p.

Indiana state fair, Indianapolis, Grand circuit races complete entry list of racing program, August 30-September 5, 1941. 46p.

Indiana state fair, Indianapolis, Grand circuit races complete entry list of early closing events, August 30-September 5, 1941. 37p.

Official catalogue of the Indiana state fair, Cattle department, August 29-September 5, 1941. 177p.

Official catalogue of the Indiana state fair, Draft horse and cattle departments, August 30-September 6, 1940. 217p.

Official program, Indiana state fair horse show, August 31-September 5, 1941. 68p.

Official souvenir program, Indiana state fair, August 29 to September 5, 1941. 40p.

## STATE LIBRARY.

\*Library occurrent, v.13, no.12, October-December, 1941. [2], 347-363p.

\*Service for the blind. Braille books and periodicals in the Indiana state library. 3d-4th supplements, July 1, 1940, July 1, 1941. 2 nos. Mimeographed.

## UNITED SPANISH WAR VETERANS—INDIANA, DEPT. OF.

General orders, Series, 1941/42, nos. 4-6, November 1, 1941-January 1, 1942.

Proceedings of the 42d annual convention. . . . Linton, Indiana, June 8-10, 1941. 80p.  
Auxiliary. General orders, Series, 1941/42, no.2, September 24, 1941. [3]p.

## VETERINARY MEDICAL EXAMINERS, STATE BOARD OF.

List of graduate licensed veterinarians registered in Indiana, July 15, 1941. [4]p.

## STATE COLLEGES AND UNIVERSITIES

## BALL STATE TEACHERS COLLEGE, Muncie.

Ball state commerce journal, v.13, no.1, November, 1941. 27p.

## INDIANA STATE TEACHERS COLLEGE, Terre Haute.

Monthly service bulletin, [nos.1-2, October 7, November 15, 1940]; no.3, July, 1941. Mimeographed.

The Teachers college journal, v.13, nos. 2-3, November, 1941, January, 1942.

## INDIANA UNIVERSITY, Bloomington.

News-letter, v.29, nos.8-12, August-December, 1941.

Business. School of. Indiana business reports, Report, no.1, November, 1939; no.3, February, 1940; no.6-7, May, 1941; no.8, March 18, 1941.

Business research, Bureau of. Indiana business review, v.16, nos.10-12, October 20, November 19, December, 1941.

Investment research bureau. Investment bulletin, v.5, nos.10-12, October-December, 1941.

Education, School of. Bulletin, v.17, no.6, November, 1941. 27p.

English dept. The Folio, v.7, no.1, October, 1941. 64p.

Extension division. Bulletin, v.16, nos.1-2, October 15, 1941, January 15, 1942. In cooperation with the Indiana federation of art clubs. Mimeographed.

Bulletin, v.27, no.2, November, 1941. 8p.

History, Dept. of. Indiana magazine of history, v.37, nos.3-4, September, December, 1941.

Medical center. Quarterly bulletin, v.3, no.4, October, 1941. [2], 123-159p.

## PURDUE UNIVERSITY, Lafayette.

Addresses and records. The convocations for worship. 1941. 159p.

Purdue news, v.12, nos.5-6, July, August, 1941.

Selected papers from the 2d annual foreman's institute of Indiana, 1941. 88p.

Syllabus for Psychology I. 1941. 51p.

Agricultural experiment station. Agricultural statistics. Dept. of. Indiana crops and livestock, nos.193-94, October 1, November 1, 1941.

Education and applied psychology, Division of. Vocational education bulletin, no.6, 1941. (Agricultural series, no.5.) Adult evening classes in vocational agriculture. 55p.

Educational reference, Division of. Report of the Committee on grades through 1940-1941. 1941. 21p. Processed.

Studies in higher education, 42. Further studies in attitudes, Series 4. 101p.

Engineering extension dept. 28th annual road school [program] . . . January 19-22, 1942. 11p.

Military dept. Corps regulations. 1941. 40p.

Physical education for men, Division of. Planning industrial recreation. 1941. 82p.

## FROM STACKS TO BARRACKS

Extracts from letters of a State Library employee recently called into military service in the Engineers' Training Corps, sufficiently old to give no information to the enemy.

Jan. 3, 1942.

Fort Leonard Wood,  
Missouri.

"Arrived here in fine shape. We left Fort Benjamin Harrison at 8:30 Friday morning, Jan. 2, and got here at 10:30 p.m. I

thought I would never get to these mountains. This camp is all new & right on top of a mountain—there are 187,000 square acres & 60 thousand men. This camp is in the middle of the Ozark mountains.

"This camp has everything from soup to nuts, an air station, big guns, road equipment—just anything you could think of.

"When we arrived last night they fed us and what a meal & do I eat! I never ate so much in all my life.

"I want to thank everyone for all the swell things & they have all been used."

Sunday Afternoon,  
Jan. 11, 1942.

"It makes me very happy to hear from all of the kids at home—in fact it's just like seeing all of you & I do appreciate hearing from all of you.

"Well, there isn't much to tell about this camp just yet—we have been quarantined to our barracks & do the dice games go wild. One school teacher won \$75 last nite. That's a school teacher for you—some fun.

"It has been pretty cold here. In fact it

has been so cold in the barracks that the scrub water froze on the floor the other morning & when you get out of bed & put your feet on the floor, you think that you will never get your shoes on—but boy that makes you feel good—when you get up & get going. This fresh air makes you feel like a million & I'm not kidding.

"How is everybody at the library? Are they still a happy bunch like they always were?

"The commanding officer of our company talked to us this morning & gave us a few high lights on what we will get in the 8 weeks we will be here. As much as I could get out of his speech they are really going to pour it to us—but I will be learning something & that makes you feel pretty good. You see the engineers do all the preparing for the moving of the troops & trucks & so forth. . . . They say there is a big lake here close & is a good place to iceskate.

Well, I don't have much more to say so I had better stop."

## NEWS NOTES FROM INDIANA LIBRARIES

**Argos**—The library is now in the new town building. Margaret Neff has been appointed librarian.

**Bloomington**—Dr. Robert A. Miller, former director of libraries of the University of Nebraska, has been appointed director of libraries, Indiana University; he assumed his new position March 1. Mr. William A. Alexander, present librarian, will remain as librarian of the General Library.

**Boswell**—Lenora Gillispie, librarian since the library was organized in 1910, retired the first of the year. Mrs. Dorothy Eberhardt, substitute, and former assistant librarian at Fowler-Benton County Library, was appointed librarian and began work January 1.

**Centerville**—A photograph of "The Old Courthouse Square" in Centerville, as it was originally built, has been presented to the Library by Mrs. Harry Scott. The library is to be moved from its present quarters on Main Street to the residence of the late Mrs. Minnie Wright, who at the time of her death, October 16, 1941, was the librarian. It is to be called the J. K. Jones Memorial Library in commemoration of a generous bequest. Mrs. Elizabeth Hatfield became acting librarian at Mrs. Wright's death; announcement of her appointment as librarian was made December 22 by Florence M. Ahl, president of the library board.

**Columbia City**—Mayme Snipes passed away, December 17, at the home of Mr. and

**Mrs. Birney Spradling, Indianapolis.** Miss Snipes resigned as librarian of the Peabody Free Library three years ago, because of ill health, and had made her home since then at Bloomington. She was a native of Plainfield, and was the first librarian of the public library there. She organized and was librarian for several years, of the Switzerland County Library. Librarians and board members throughout the state knew Miss Snipes because of her work as a member of the former Public Library Commission staff, and her vital and active interest in the Indiana Library Association and all library work. She was also intensely interested in art and gardens, and when in England made a special study of gardens. She was a member of the Brown County Art Association. Miss Snipes' death is a distinct loss to the state and to the profession.

**Crawfordsville**—A tax for library service from Scott and Wayne township was made this fall. Crawfordsville Public Library will give free service to all residents of the townships, until tax money comes in, July 1.

**Decatur**—Ruth Winnes, librarian, for several years, resigned to take a commercial position in Chicago. Mrs. Thelma Fogle, substitute at the library for four years has been appointed librarian.

**Dublin**—Mrs. Ray Marson, has been appointed librarian to take the place of Mrs. Lester Snyder, who resigned.

**Evansville**—Ivah Stout, former assistant in the Circulation department, is a librarian at Ft. Benjamin Harrison. Jeanette Becker has resigned as librarian of the North Side branch. Ruth Burlingame, children's librarian at West Side branch, has been appointed to Miss Becker's position.

**Fowler**—New fluorescent lights have been installed in the main reading rooms, and at the charging desk.

**Greencastle**—Dorothy Vancleave has been appointed assistant at the Public Library. She succeeds Mrs. Elbert Jones.

**Indianapolis**—State Library—Caroline Packer, assistant in the Loan division, in charge of mending, resigned December 15 to accept a position with Employers' Mutual Insurance Company. Malcolm Spear, general assistant for five years, was inducted into military service, December 29. He is now stationed at Ft. Leonard Wood, Missouri. Reid Nation, Archives division, resigned December 31 to go into industrial work. John Williams, Archives division, enlisted in the United States Army December 26 and has been stationed at Ft. Sill, Oklahoma. Mary Aughinbaugh, catalog assistant, resigned to become a member of the library staff of the Indiana University Medical Center.

Helen Drogue was appointed as stenographer in the Extension division, December 1. Beatrice Cartmel was appointed stenographer in the office in February to take the place of Rosalie Doerflein, now resigned. Jean Bovee joined the staff as cataloger in January. Pliny Wolfard became archives assistant in December. Lucile Long joined the Catalog department staff in January. Gladys Lander, after an interval, took the place of Caroline Packer in the Loan division. Mary Lynch, in the Genealogy division, was married to Anthony Lemoine December 31. Eliot Page of Antioch College, spent his ten weeks field work in the State Library, January-March.

Leland R. Smith resigned as head of the Archives Division late in March to begin work in the Allison Division of the General Motors Corporation. Beginning April 1, Margaret Pierson, formerly first assistant in the Catalog Division, became acting head of the division.

The State Library came under the regulations of the State Personnel Board, created by the present General Assembly, on March 1. The State Personnel Act included the Library among the institutions whose personnel was to be under the merit system of appointment and dismissal. The Act took effect May 1, 1941; regulations and forms which the Personnel Board adopted have

been promulgated and put into operation from time to time and are now in force in their entirety. It is thought that examinations for positions in the Library will be given during the summer.

The director and staff of the National Library of Ecuador sent a New Year's Greeting, received January 15, to the State Library:

El Director y el Personal de la Biblioteca  
Nacional del Ecuador, desean a Ud., muchas  
felicidades y fecunda labor cultural en el  
Año de  
1942

**Indianapolis Public Library**—As it did in other libraries throughout the country, the Victory Book Campaign held the main stage at Central Library during January, February and March. An estimated total of some 40,000 volumes were collected during the ninety-day period, according to Thomas E. Hutchinson, local director. Roughly, one-fourth of these were usable. Making up the grand total were 197 of Indianapolis Public Library's own, masquerading as gifts.

A score of librarians here now know a "hawk from a handsaw" as far as first aid is concerned. A Red Cross-sponsored class is being held each Thursday night at Rauh Memorial Branch to inform the librarians on how to reduce fractures, bandage wounds, give artificial respiration, etc.

Also doing their part for national defense are Mary Weisell, Marion Fay, Dorothy Young, Verna Hankemeier, and Vera Morgan who have donated blood to the local Red Cross blood bank; and Cerene and Elizabeth Ohr, who are conducting a Red Cross knitting class once a week.

Members of the training class who have been appointed to the staff include Fay Van Arendonk and Rose Marie Myers, schools division; Virginia Mae Christena, circulation department; Mary Maxwell, Riverside

branch; Anne Pettit, reference department; Genevieve Schaefer, East Washington branch; Marcia Binford, Irvington branch; and Ruth Harry, Prospect branch. Gladys Felming has been appointed in the Catalog department.

Carol Lanham, of the schools division, resigned in February to leave with her husband for Chicago. Georgia Cotton, schools division, resigned in February. Evelyn Sickels is the author of a book soon to be published, entitled *The Little Red Schoolhouse*. It is a collection of school stories for younger readers.

**Linden**—Evelyn L. Wright, librarian since 1935, died February 9, after a long illness. She was the daughter of William and Myrtle Wright and had been a resident of the community all her life.

**Marion**—The Book Week display in the children's room was chosen as an outstanding display and was reproduced in the November issue of Junior Wings, publication of the Junior Literary Guild. As a reward, the editors of the magazine presented the Marion Public Library with a copy of *The Ring of the Nibelungs*.

**Peru**—Members of the Peru Garden Club have donated fluorescent lights for the basement auditorium.

**Scottsburg**—Jayne McCullough, assistant librarian of the Scott County Public Library was married in November to Ernest Grindstaff of Seymour. She resigned her position February 1, and moved to Seymour. Mrs. Hazel Feaster, a former librarian has been added to the staff to fill the vacancy.

**Warren**—June Ditzler has been appointed assistant librarian to succeed Nellie Compton who resigned to accept another position.

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American Library Association, Annual Conference, Milwaukee, June 22-27.  
Indiana Library Association, Fifty-first Convention, Elkhart, October 7-9.



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